



9/23/2015

Instructions for District Edition or Value Added users to get Varicella compliance from Infinite Campus until the vaccine rules are released in November, 2015:

1. Run a report to verify dose counts for Varicella:
 - a. From the Index, expand Health and Reports;
 - b. Choose Immunization Summary;
 - c. Check only Dose count totals by vaccine;
 - d. Uncheck Toggle Vaccines and check Varicella;
 - e. Click Generate Report.

This report is a count of students with 0, 1, 2, 3, etc., doses of the Varicella vaccine by grade.

2. Run a report to verify students missing Varicella doses:
 - a. From the Index, expand Health and Reports;
 - b. Choose Generic Immunization Extract;
 - c. Select the school(s) for which to run this report;
 - d. Choose the students to include in this report;
 - e. Choose Format CSV and check Remove Census Data;
 - f. Uncheck Toggle Vaccines and select Varicella;
 - g. Select Compliance Status, No Compliance Rules;
 - h. Click Generate Extract – the report will open in Excel;
 - i. Select the top row (click the row number “1” and click Sort & Filter (from the Home menu) – choose filter;
 - j. Under Column W, “Shot02”, uncheck Select All and check Blank;

This will list all the students missing both Varicella shots. To select those with no shots on record, under column V, uncheck select all and check Blank.

For more information, contact the AIM Help Desk at 1-877-424-6681 or opiainhelp@mt.gov.